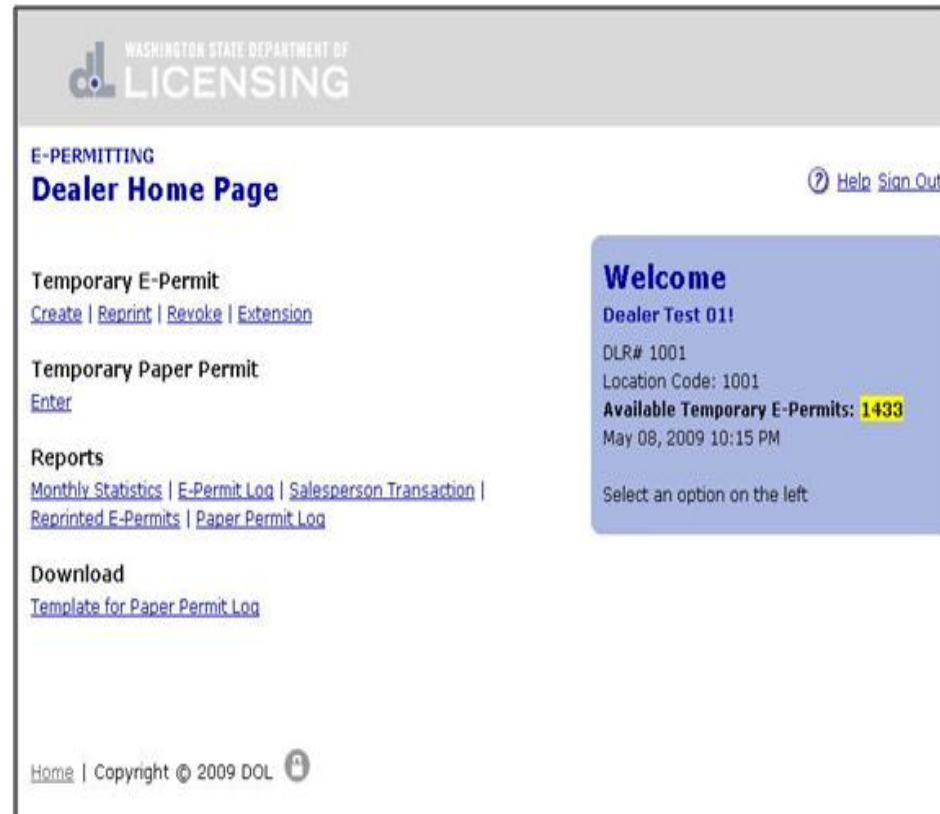




E-Permitting

What is E-Permitting

A web-based system that allows Washington licensed vehicle dealers to issue an electronically produced Dealer Temporary Permit.



The screenshot displays the 'E-PERMITTING Dealer Home Page' from the Washington State Department of Licensing. The page features a header with the department's logo and name. Below the header, there are links for 'Help' and 'Sign Out'. The main content area is divided into several sections: 'Temporary E-Permit' with links for 'Create', 'Reprint', 'Revoke', and 'Extension'; 'Temporary Paper Permit' with a link for 'Enter'; 'Reports' with links for 'Monthly Statistics', 'E-Permit Log', 'Salesperson Transaction', 'Reprinted E-Permits', and 'Paper Permit Log'; and 'Download' with a link for 'Template for Paper Permit Log'. On the right side, there is a 'Welcome' box for 'Dealer Test 01!' showing 'DLR# 1001', 'Location Code: 1001', and 'Available Temporary E-Permits: 1433' as of 'May 08, 2009 10:15 PM'. The footer includes a 'Home' link, copyright information for 2009 DOL, and a small icon.

WASHINGTON STATE DEPARTMENT OF
LICENSING

E-PERMITTING
Dealer Home Page

? [Help](#) [Sign Out](#)

Temporary E-Permit
[Create](#) | [Reprint](#) | [Revoke](#) | [Extension](#)

Temporary Paper Permit
[Enter](#)

Reports
[Monthly Statistics](#) | [E-Permit Log](#) | [Salesperson Transaction](#) |
[Reprinted E-Permits](#) | [Paper Permit Log](#)

Download
[Template for Paper Permit Log](#)

Welcome
Dealer Test 01!
DLR# 1001
Location Code: 1001
Available Temporary E-Permits: 1433
May 08, 2009 10:15 PM
Select an option on the left

[Home](#) | Copyright © 2009 DOL



E-Permitting is the Law.

- Created in response to a bill proposed by the Washington State Auto Dealers Associations (WSADA) from the 2008 Legislative Session and became law.
- RCW 46.16.045 – requires the Department of Licensing to “provide access to a secure system that allows temporary permits issued by vehicle dealers to be generated and printed on demand”.
- By July 1, 2011, all such permits must be generated using the designated system.

An E-Permit

- Replaces the current hard-copy Dealer Temporary Paper Permit.
- Used on Washington-licensed vehicles, miscellaneous, off-road vehicles, snowmobiles, trailers, and campers purchased from Washington licensed dealerships.

New Style Permit



The New Style Permit is a rectangular card with a dashed border. At the top, it says "WASHINGTON". Below that, the expiration date "Jun-09-09" is printed in large, bold letters. Underneath the date is the permit number "0000143B" in large, bold letters. At the bottom, it says "DEALER TEMPORARY VEHICLE PERMIT".

For use by licensed Washington dealers only on sold vehicles. This is NOT a demonstration permit. It is NOT to be used on out-of-state deliveries or on dealer or employee operated vehicles.

How to display this temporary permit:


1. Fold permit in half on the dotted line above with expiration and permit number showing.
2. Tape to the inside of the rear window of the vehicle in the lower left corner or enclose in a moisture proof protective case and securely attach in the rear license plate holder.

The expiration and permit number must be clearly visible when standing behind the vehicle or following the rear of the vehicle.

If dealer has not provided plates by the time this permit expires, notify the dealer to discuss the late title transfer, before contacting the Department of Licensing at Olympia (360) 664-6475 or Spokane (509) 482-3699.

© 2008 WAC 460-020-0000

Old Style Permit



The Old Style Permit is a rectangular card with a solid border. At the top, it says "STATE OF WASHINGTON" and "TEMPORARY VEHICLE PERMIT". Below that, the expiration date "06-28-09" is printed in large, bold letters. Underneath the date is the permit number "E 512004" in large, bold letters. At the bottom, it says "DEALER TEMPORARY VEHICLE PERMIT".

For use by licensed Washington dealers only on sold vehicles. This is NOT a demonstration permit. It is NOT to be used on out-of-state deliveries or on dealer or employee operated vehicles.

How to display this temporary permit:

1. Remove this entire cardboard permit from its outer parts, and
2. Fold the permit at the perforation above, with expiration and permit number showing, and
3. Tape in the rear window of the vehicle, so date and permit number can be seen through the rear window of the vehicle.

Expiration date and permit number must be clearly visible in rear window of the vehicle. The permit must be returned to the dealer when plates are delivered.

© 2008 WAC 460-020-0000

E-Permitting Does Not

- ✓ include vessels
- ✓ replace the need to transfer title at agent/subagents
- ✓ update vehicle records or perform inquiries
- ✓ issue license plates
- ✓ renew tabs



Benefits of E-Permitting

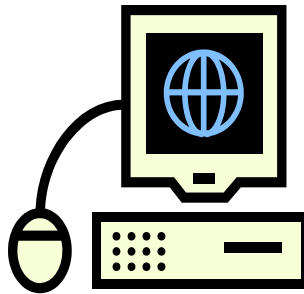
- Reporting features to manage permits.
- Ability to easily print replacement permits.
- No need to securely store hard-copy permits.
- Law enforcement will have instant access to temporary permit registration information.



Does it cost to use E-Permitting?

NO

The only expense would be the purchase of a computer, printer & printer paper, and Internet access if not currently owned.





E-Permitting

- There are roughly 3,000 licensed dealers in Washington who will be required by law to use the E-Permitting system.
- The use of the system by dealers is voluntary until July 1, 2011.
- We are encouraging the dealerships to sign up early for E-Permitting to guarantee they have access to the system by July 1, 2011.

What might happen if a dealer does not sign up for E-Permitting by July 1, 2011?



Working Together

DOL and several dealer associations are working together to get the message out about E-Permitting and encourage early sign up through flyer distributions, communications, and oral presentations.

Washington State Association
of County Auditors (WSACA)

Washington State Auto
Dealers Association
(WSADA)

DOL Dealer and
Manufacturer

DOL Communications and
Education

**Washington State
Independent Auto
Dealers Association
(WSIADA)**

Washington Association of
Vehicle Subagents (WAVS)

DOL Systems and Licensing
Support

Washington State Motor
Sports Dealers Association
(WSMDA)



Access to E-Permitting

1. Submit Vehicle Dealer E-Permit Online Access Application.
2. Create Secure Access Washington (SAW) account.
3. Add E-Permitting to your list of services.
4. Use the E-Permitting system.



Submit Vehicle Dealer E-Permit Online Access Application

For detailed instructions go to:
<http://www.dol.wa.gov/business/vehiclevesseldealer/epermitstart.html>

- Follow instructions.
- Print out application.
- Get a DOL Access Code for each person.

The screenshot shows the Washington State Department of Licensing website. The header includes the logo, "WASHINGTON STATE DEPARTMENT OF LICENSING", and navigation links for "Office Locations", "Forms", and a "Search" box. A secondary navigation bar contains links for "Home", "Driver License", "Vehicles & Boats", "Business & Professional", "List of Licenses", and "Moving to WA". The main content area is titled "Vehicle and vessel dealers" and includes a sidebar with links for "How to get your license", "How to renew your license", "E-Permitting", "Getting started", "Using E-Permitting", "Frequently asked questions", "Join mailing list", "Clean Car emission requirements", "Forms", "Fees", "Fraud and investigation office locations", "Resources and publications", "Laws and rules", "What's new", and "Contact us". The main content area is titled "Getting started: E-Permitting" and includes a notice that all vehicle dealers will be required to use the system by July 1, 2011. It also lists "What you'll need" (a computer with an operating system, browser software, internet access, and a laser or inkjet printer) and "How to get started" (a list of steps including getting a DOL access code, registering for E-Permitting, preparing staff, and purchasing E-Permits). The "Step 1: Get a DOL access code for each user" section explains that each user must have a different DOL access code and provides instructions on how to get one, including a "Get another number" button. The "Step 2: Register for E-Permitting" section lists steps for the dealership owner to complete a "Vehicle Dealer E-Permit Online Access Application" and provide the correct location code.

WASHINGTON STATE DEPARTMENT OF LICENSING

Office Locations | Forms Search

Home Driver License Vehicles & Boats Business & Professional List of Licenses Moving to WA

Vehicle and vessel dealers

How to get your license

How to renew your license

E-Permitting

Getting started

Using E-Permitting

Frequently asked questions

Join mailing list

Clean Car emission requirements

Forms

Fees

Fraud and investigation office locations

Resources and publications

Laws and rules

What's new

Contact us

Getting started: E-Permitting

All vehicle dealers will be required to use the system by July 1, 2011.

What you'll need

- A computer with any operating system (such as Windows) and any of the following browser software:
 - Internet Explorer 6 or newer
 - Firefox 2 or newer
 - Safari 3.1 or newer
- Internet access (broadband, DSL, or dial-up)
- A laser or inkjet printer

How to get started

You can start using the E-Permitting system in a few easy steps:

1. [Get a DOL access code for each user](#)
2. [Register for E-Permitting](#)
3. [Prepare staff member to use the system](#)
4. [Get access to the E-Permitting system](#)
5. [Purchase E-Permits](#)
6. [Issue E-Permits](#)

Step 1: Get a DOL access code for each user

Before registering for E-Permitting, the dealership owner or manager must get a **different DOL access code for each person** who will be using the system. The 9-digit code will be used to identify each user on the E-Permit Online Access Application. Then each user will provide his or her code to SecureAccess Washington when they request access to the system.

To get a DOL access code for each user:

1. Use the number displayed below for your first DOL access code.
DOL access code 688042987
2. If more than 1 person will be using the E-Permitting system, click "Get another number" to display a different code number. Use this new number for the next person you want to register for E-Permitting. If you get a duplicate of a number you already have, click the button again to change the number.
3. Repeat the previous step as needed until you have a different code number for each person who will be using E-Permitting. You may get additional numbers at any time by visiting this page again.

Step 2: Register for E-Permitting

1. The dealership owner or manager must complete a [Vehicle Dealer E-Permit Online Access Application](#).
 - **Be sure to provide your dealership's correct location code** so the E-Permitting system will know which dealership to assign the E-Permits purchased to. Your

Vehicle Dealer E-Permit Online Access Application:

- Fill out completely.
- One application per location code.
- Include copy of your Master Business License.
- At least one user manager per location code.
- DOL Access Code for each user.
- Sign your application.
- Fax or mail completed application and a copy of your master business license.

WASHINGTON STATE DEPARTMENT OF LICENSING		Vehicle Dealer E-Permit Online Access Application	
Use this form to request access to the online vehicle dealer E-Permitting system. When completed, fax this form to (360) 570-4943 or mail it to Research and Client Support, Department of Licensing, PO Box 2076, Olympia, WA 98507-2076.			
To apply, you must:			
1. Attach a copy of your Master Business License for the dealer number and location code you are applying for. Failure to do so will result in your application being rejected.			
2. Complete a separate application for each dealer number and dealer location code.			
3. Get a DOL access code for each user and follow the steps for registering for E-Permitting at www.dol.wa.gov .			
PRINT or TYPE Dealer number		Dealer location code	
Dealer name			
DBA			
Dealer physical address			
City		State	County
		ZIP code	
Please provide the information below for each person who will use E-Permit online. A user manager must be listed.			
1 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
2 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
3 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
4 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
5 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
6 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
7 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
X			
User manager signature		Effective date	
TD-420-030 (9/4/11)W		We are committed to providing equal access to our services. If you need accommodation, please call (360) 902-3600 or TTY (360) 664-0116.	

Information entered in your application should match what is on your business license:

- Dealer Number
- Location Code
- Dealer Name
- DBA (Doing Business As)
- Dealer Physical Address



Don't forget to attach a copy of your Master Business License to your application.

PO Box 9034 • Olympia, WA 98507-9034 • (360) 664-1400

STATE OF WASHINGTON

REGISTRATIONS AND LICENSES

YOUR DEALERSHIP, LLC

YOUR DEALERSHIP, LLC
YOUR DEALERSHIP AUTO SALES
5555 SAMPLE ST.
OLYMPIA, WA 98507

INDUSTRIAL INSURANCE
MOTOR VEHICLE DEALER #9999

REGISTERED TRADE NAMES
YOUR DEALERSHIP AUTO SALES

UNIFIED BUSINESS ID #: 999 999 999
BUSINESS ID #: 1
LOCATION : 1
EXPIRES : 12-31-2010

OFF-ROAD VEHICLE DEALER #99999
MISCELLANEOUS VEHICLE DEALER #99999

Sample

The licensee named above has been issued the business registrations or licenses listed. By accepting this document the licensee certifies the information provided on the application for these licenses was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Elizabeth A. Luce
Director, Department of Licensing

- After your application is processed, you will receive a welcome email listing users from your application, each user's role and DOL Access Codes.
- Register with SAW and gain access to the E-Permitting system.
- Purchase credits at your local licensing agent office.

From: DOL E-Permitting
Sent: Thursday, October 28, 2010 4:41 PM
To: YourEmailAddress
Subject: Welcome to E-Permitting Dealer: 99999 Location: 1

Welcome!

Your business has been added to the new system that will electronically issue vehicle dealer temporary permits.

Getting Started

Here are the instructions on getting started:

<http://www.dol.wa.gov/business/vehiclevesseldealer/epermitstart.htm#register>

Training

Each user must complete the online training:

- To access the online training, click on the Getting Started link, and go to step 3.

Registration

Each user must register with SecureAccess Washington (SAW) to access to the system.

- To register with SAW, click on the Getting Started link, and follow steps 4 through 6.

Check List:

Use this check list to help you in your registration:

☒ Vehicle Dealer E-Permit Online Application

You have to know your Dealer Location Code and your DOL Access Code in order to register.
 They are listed below:

Dealer Location Code: **1**

NAME	USER ROLE	DOL ACCESS CODE
John Smith	User Manager	854072933
Jane Brown	User Manager	450867338
Sally Jones	User	571925368

☐ Register With Secure Access Washington (SAW)

After you register with Secure Access Washington, you will get an email from SAW with instructions for activating your account.

☐ Add E-Permitting to Your List of Services

Type in Service Code "dolepermit". After adding E-Permitting to your list of services, you will get an email from DOL in 1-2 business days letting you know if your registration has been approved.


☐ Access the E-Permitting System for the First Time

When you are approved, the DOL E-Permitting service in My Services tab in SAW will be your link to the E-Permitting system.

☐ Purchase E-Permits credits at your Local Licensing Agent

Congratulations! You are now ready to issue E-Permits!

If you have any questions or need assistance, please contact us at dole-permitting@dol.wa.gov or (360) 902-3705.



Create Secure Access Washington (SAW) account

Open your browser
(Internet Explorer, Firefox, or Safari).
Go to <http://secureaccess.wa.gov>
Click **Create one.**

SAW SecureAccess
WASHINGTON®

Login to your SecureAccess Washington Account

User ID:

Password:

login

Do not have an account? [Create one](#)

[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Click **Start**.




SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

Start

[Privacy Notice](#) [Help](#)

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Enter your personal information.
Click **Next**.



1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Enter your personal information:

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

[Privacy Notice](#) [Help](#)

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Create User ID, Password, Retype Password. Click Next.

SAW SecureAccess WASHINGTON®

1 → **2** → 3 → 4 → 5 → 6
Name & email address **Username & password** Review your information Enter security check Check your email Login to your account

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID

Password

Confirm Password

You have selected a secure password!

Requirements for a secure password:

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

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Review your information and print this page for your records.
Click **Next**.

SAW SecureAccess WASHINGTON®

1 → 2 → **3** → 4 → 5 → 6
Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

Review Information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

Name: Your Name
E-Mail Address: Your Email Address
User ID: Your-UserID
Password: Your-Password
Secret Question: What city were you born in?
Answer: Answer to Secret Question

**Go back to the previous page to make changes.
Continue to the next page if the information is correct.**

You may want to **PRINT** this page for your records.

Previous **Next**

[Privacy Notice](#) [Help](#)


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Type the security code you see above the box.
Click **Submit**.

SAW SecureAccess
WASHINGTON®

1 → 2 → 3 → **4** → 5 → 6
Name & email address Username & password Review your information **Enter security check** Check your email Login to your account

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

[Privacy Notice](#) [Help](#)

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Check your email to get information needed to activate your account.
Close your browser.



Check your email account:

You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

[Privacy Notice](#) [Help](#)

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You will receive an email from SAW with instructions on activating your account.
Click on the link provided.

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
*
* <http://support.secureaccess.wa.gov>
*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [Your-UserID] has been successfully created.

To activate your new account, click the following link.

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=64727&userId=Your-UserID>

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

Although it is not common, with some email clients, you may need to use the following information to activate your account:

Your User ID: Your-UserID
your Registration Code: 64727

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at http://support.secureaccess.wa.gov/index_su.shtml.

SecureAccess Washington
Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>

|





Add E-Permitting to your list of services

Enter your **User ID** and **Password**.
Click **Login**.



SecureAccess
WASHINGTON®

Login to your SecureAccess Washington Account

User ID:

Password:

login

Do not have an account? [Create one](#)

[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Once your account is activated, add E-Permitting to your list of Services.
Click on Add a New Service tab.

The screenshot displays the SecureAccess WASHINGTON user interface. At the top left is the logo with 'SAW' in a blue box and 'SecureAccess WASHINGTON®' to its right. A dark blue navigation bar contains the following links: [My Secure Services](#), [Account Management](#), [Help](#), [About SecureAccess](#), and [Logout](#). Below this bar, the text 'Hello Your UserID' is visible. On the left, there is a 'My Services' section with a button labeled 'Add a New Service' which is circled in red. To the right of this button is a table with the following headers: Service, Agency, Description, User Status, and Action. The table body contains the text 'No Services. [Click here to add services](#)'. At the bottom of the page, a footer contains the links: [My Secure Services](#), [Account Management](#), [About SecureAccess](#), [Help](#), [Logout](#), and [Privacy Notice](#), followed by the copyright notice: 'Copyright 2004-2010 © Washington State Department of Information Services – All Rights Reserved'.

SAW SecureAccess WASHINGTON®

[My Secure Services](#) [Account Management](#) [Help](#) [About SecureAccess](#) [Logout](#)

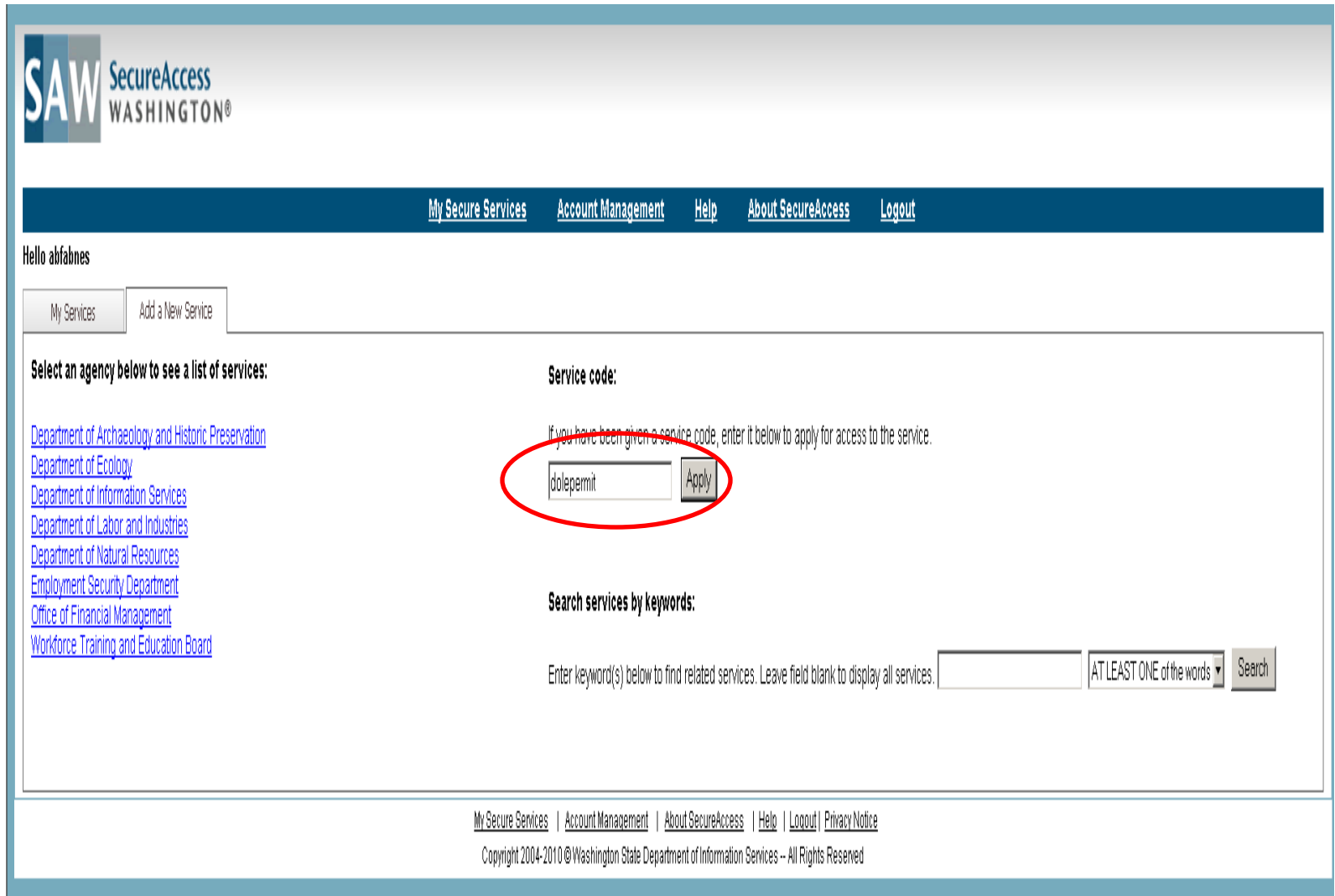
Hello Your UserID

My Services **Add a New Service**

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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In the **Service Code** box type **dolepermit**. Click **Apply**.



SAW SecureAccess WASHINGTON®

[My Secure Services](#) | [Account Management](#) | [Help](#) | [About SecureAccess](#) | [Logout](#)

Hello abfaines

[My Services](#) | [Add a New Service](#)

Select an agency below to see a list of services:

- [Department of Archaeology and Historic Preservation](#)
- [Department of Ecology](#)
- [Department of Information Services](#)
- [Department of Labor and Industries](#)
- [Department of Natural Resources](#)
- [Employment Security Department](#)
- [Office of Financial Management](#)
- [Workforce Training and Education Board](#)

Service code:

If you have been given a service code, enter it below to apply for access to the service.

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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Enter all the information requested in the **Field Value** column. Note: Common errors are DOL Access Code and Location Code. Click **Register**.

SAW SecureAccess
WASHINGTON®

[My Secure Services](#) [Account Management](#) [Help](#) [About SecureAccess](#) [Logout](#)

Hello abfabnes

My Services Add a New Service

Service Registration


Please fill out the form below to apply to agency **Department of Licensing's** service **Vehicle Dealer EPermits Online**.

Welcome to DOL Vehicle Dealer E-Permit Online Access.

Field Name	Field Value	Description
*Last Name	<input type="text"/>	Applicant's last name
*First Name	<input type="text"/>	Applicant's first name
Middle InitName	<input type="text"/>	Applicant's middle initial
*Access Code	<input type="text"/>	This is a 9-digit code generated at www.dol.wa.gov/business/vehiclevesseldealer/epermit.html
*Dealer Number	<input type="text"/>	Dealer registration number.
*Location Code	<input type="text"/>	Location Code of your Dealership.
*Dealer Name	<input type="text"/>	Applicant's employer
Dealer Address	<input type="text"/>	Employer's street address
*City	<input type="text"/>	City portion of employer's address
*State	WA	State portion of employer's address
*Zip	<input type="text"/>	Zip code portion of employer's address
*Email Address	<input type="text"/>	Applicant's email address. Format name@domain
*Phone	<input type="text"/>	Applicant's phone number, including area code
Fax	<input type="text"/>	Applicant's fax number, including area code

(*) indicates a required field


[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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Log out and close your browser.
You will be notified by email of the approval
of your E-Permitting service registration
within 1-2 business days.



What's Next?



DOL Help Desk staff will receive your request for access to E-Permitting.

After their review, access will be accepted or rejected. In either case, you will receive an email confirming the outcome.

If approved, return to:

<http://secureaccess.wa.gov>

Enter **User ID** and **Password**. Click **Login**.



Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

[Privacy Notice](#) [Help](#)

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In the **My Services** tab, click on the DOL E-Permitting link and you will be logged into the E-Permitting system.



SAW SecureAccess WASHINGTON


[My Secure Services](#) [Account Management](#) [About SecureAccess](#) [Help](#)
[Logout](#)

Hello epermitting01

My Services Add a New Service

Service	Agency	Description	User Status	Action
DOL E-Permitting	Department of Licensing	Online services for dealers	Active	Remove

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)
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All staff members registered for E-Permitting must complete the E-Permitting System Dealer User Training before using the system.

For a copy of the training manual go to:

<http://www.dol.wa.gov/business/vehiclevesseldealer/docs/epermitTraining.pdf>



Use the E-Permitting system

E-PERMITTING

Dealer Home Page[?](#) [Help](#) [Sign Out](#)**Temporary E-Permit**[Create](#) | [Reprint](#) | [Revoke](#) | [Extension](#)**Temporary Paper Permit**[Enter](#)**Reports**[Monthly Statistics](#) | [E-Permit Log](#) | [Salesperson Transaction](#) |
[Reprinted E-Permits](#) | [Paper Permit Log](#)**Download**[Template for Paper Permit Log](#)**Welcome****Jon Doe!**

DLR# 0001

Location Code: 0001

Available Temporary E-Permits: 224

Jul 19, 2010 10:41 AM

Select an option on the left



E-PERMITTING

Vehicle Type

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What type of vehicle is it?

- ☐ New vehicle
- ☐ Used vehicle
- ☐ Previously titled vehicle

[Continue »](#)

For details and descriptions about the each field click on [Help](#) where you will find the E-Permitting Dealer User Manual.

 WASHINGTON STATE DEPARTMENT OF
LICENSING

E-PERMITTING
Vehicle Information

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Vehicle Type

Vehicle Info

Registered Owner

Legal Owner

Report of Sale

Review

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What are the details of this vehicle?
*Required

Plate or TPO

Color #1 (Top or Front Color) BGE - BEIGE

Color #2 (Bottom or Rear Color)

*VIN 919191919191919

*Model Year 2010

Power G - Gas

*Use Class PAS

*Make ford

*Series/Body Type mustang

Model ID

*Value Code 2010

*Value Year 2010

Cycle Engine or Motor Home Number

Fleet Code

Equipment Number

Months of Registration

Registration Expiration Date 07/19/2010



E-PERMITTING

Registered Owner

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Who is the registered owner?

Washington State primary residence street address or Washington State Principal place of business street address is required on the vehicle record ([WAC 308-56A-030](#)). For exceptions to this rule, see form [TD-420-004](#).

*Required

*Owner # 1

Owner Type

Last Name

First Name

Middle Initial

Business Name

*Washington driver
license, ID card, or UBI
number

Expiration Date

Owner # 2

Owner Type

Last Name

First Name

Middle Initial

E-PERMITTING
Legal Owner

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Who is the legal owner?

*Required

***Is there a legal owner for the vehicle?**

Yes, there are one or more legal owners ☐

No, there is no legal owner ☒

Owner # 1

Owner Type

Last Name

First Name

Middle Initial

Business Name

Washington driver
license, ID card, or UBI
number

Expiration Date

Owner # 2

Owner Type

Last Name

First Name

Middle Initial

E-PERMITTING

Report of Sale

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Who is the dealer?

*Required

Dealer Name **Wes's Auto Sales**
Dealer Number **0001**
Location Code **0001**

*Date of Sale

*Date of Delivery

Date of E-Permit Issue

Date of E-Permit Expiration

*Salesperson Name

☒ *I certify that this information is correct. The vehicle is clear of encumbrances except as shown. Any required sales tax has been collected.

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E-PERMITTING
Review

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Please review the entered Information

[Printer friendly version](#)

Vehicle Type	New	State	Edit
---------------------	-----	--------------	----------------------

Vehicle Information	Edit
----------------------------	----------------------

Plate Number		Scale Weight	2300
Color #1	BGE - BEIGE	Seats	
Color #2		Declared Gross Weight	
VIN	919191919191919	Months of Gross Weight	
Model Year	2010	Gross Weight Exp Date	
Power	G	Mileage	
Use Class	PAS	Mileage Code	
Make	ford	Previous Title Number	
Series/Body Type	mustang	Previous State	
Model Id		County of residence	Lewis
Value Code	2010	Purchase Price	\$25,000.00
Value Year	2010	Tax Jurisdiction	2101
Cycle Engine / Motor Home #		Tax Rate	0.09
Fleet Code		Equipment Number	
Use Tax Exempt		Registration Expiration Date	07/19/2010
Months of Registration		Special Options	

Registered Owner	Edit
-------------------------	----------------------

Months of Registration		Special Options	
------------------------	--	-----------------	--

Registered Owner

[Edit](#)

Owner #1

Name t, tt
 PIC/UBI Number tttttdt581o9

Primary Address 123 main, olympia, WA 98501

Mailing Address

Legal Owner

[Edit](#)

Address

Dealer Info

[Edit](#)

Dealer Name	Wes's Auto Sales		
Dealer Number	0001	Location Code	0001
Date of Sale	07/19/2010	Date of Delivery	07/19/2010
Date of E-Permit Issue	07/19/2010	Date of E-Permit Expiration	09/02/2010
Salesperson Name	g		

☒ *I confirm that the vehicle owner has verified the information.

Submit

[Cancel](#)

DO NOT CLICK on OK yet. It may take a moment for the Adobe file containing your E-Permit to generate.

- Make sure to check behind the programs opened on your screen and your computer has Adobe Reader or other software that reads pdf files.
- If the pdf file does not generate, check the pop-up blocker is turned off for the Secure Access Washington site.
- Write down the E-Permit number in case you need to reprint.



E-PERMITTING

Create E-Permit

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Your **E-Permit Number** is **0000134A**. Please Keep this E-Permit number for future reference. E-Permit document has been generated. You are authorized to print only **SINGLE** copy of this document.

OK

NO! NOT YET



Please wait. A pdf file for printing your E-Permit is generating.



Click on the printer icon to print your E-Permit.

https://test-secureaccess.wa.gov/dol/epermitqa/Dealer/TemporaryPermit/PermitPDF.aspx - Windows Internet Explorer provided by ...

1 / 4 81.2% Find

WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Dealer Temporary Permit
Certificate of Fact for Address Verification

Permit number **0000135A**

Fees									
Plate or TPO	Color #1 BGE	Color #2	Vehicle Identification Number (VIN) 919191919191919				Filing		
Model year 2010	Pwr G	Use PAS	Make ford	Series/Body type mustang	Model ID	Value code 2010	Year 2010	Scale weight	
Cycle engine or motor home number		Fleet code	Equipment #	MO reg	Reg exp date 07/19/2010	Scale weight 2300	Seats	RTA excise tax	
Declared GWT	Month GWT	GWT expiration	Mileage	Code	Previous title #	State	License		
Special options <input type="checkbox"/> DAV <input type="checkbox"/> Leased <input type="checkbox"/> No title issued <input type="checkbox"/> NRM <input type="checkbox"/> Bonded <input type="checkbox"/> Non-roadworthy <input type="checkbox"/> Native American <input type="checkbox"/> Reg only <input type="checkbox"/> Joint tenants with rights of survivorship			County of residence Lewis		Purchase price \$25,000	Tax jurisdiction 2101	Tax rate 0.0900	Application	
Washington State primary residence street address or Washington State principal place of business street address is required on the vehicle record. For exceptions to this rule, see form TD-420-004.									
<input type="checkbox"/> USE TAX EXEMPT: Private automobile was purchased and used by me in another state for a minimum of 90 days while I was a bonafide resident, before I entered Washington on (Must be used in WA for personal and family transportation only.) <input type="checkbox"/> GIFT: Donor previously paid Washington State sales/use tax. <input type="checkbox"/> INHERITANCE: Washington sales/use tax paid by testator. <input type="checkbox"/> Transferred to SPOUSE. <input type="checkbox"/> Sale to INDIAN IN INDIAN COUNTRY. Notarized statement is attached.									
For more than two registered or legal owners, please attach additional applications. New registered owner Name (Last, First, Middle initial) t, t t Name (Last, First, Middle initial)								Inspection	
Washington State primary residence street address (if an individual) or Washington State principal place of business street address (if a business) 123 main Address (continued) olympia, WA 98501								VIN assignment	
Mailing address (if different than residence address) or exception address								Gross weight	
First owner's Washington driver license, ID card, or UBI number tttttdt581o9								GWT credit (Attach proof)	
Second owner's Washington driver license, ID card, or UBI number								Arbitration	
New legal owner or lienholder—must be filled out if different than the registered owner Name (Last, First, Middle initial)								Sales/Use tax	
Name (Last, First, Middle initial)								License service	
Address								Plate	
Address (continued)								LPG	
First owner's Washington driver license, ID card, or UBI number								Aquatic weed	
Second owner's Washington driver license, ID card, or UBI number								Trauma	
New legal owner or lienholder—must be filled out if different than the registered owner Name (Last, First, Middle initial)								Replacement tab	
Name (Last, First, Middle initial)								State parks donation <input type="checkbox"/> \$5 <input type="checkbox"/> \$0	
Address								Out of state	
Address (continued)								Other	
First owner's Washington driver license, ID card, or UBI number								Total fees and tax	
Second owner's Washington driver license, ID card, or UBI number									

Write down the E-Permit number in case you need to reprint.




E-PERMITTING

Create E-Permit

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Your **E-Permit Number** is **0000134A**. Please Keep this E-Permit number for future reference. E-Permit document has been generated. You are authorized to print only **SINGLE** copy of this document.

OK

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Things to remember about E-Permitting

By July 1, 2011, dealer temporary permits must be generated using the E-Permitting system.

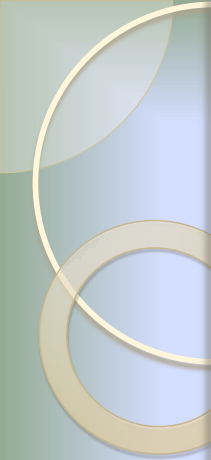
After July 1, 2011 paper temporary permits will not be issued to a dealer if they have not signed up for E-Permitting.

Pay attention to your location code


- ✓ Found at the top right side of your business license
- ✓ Four digit number (0001)

Attach a copy of your Master Business License to your application.

E – Permits can only be used at the location they are assigned, they can not be used at your other sites/locations.



***Dealers that do not
apply for E-Permitting by
April 1, 2011, are not
guaranteed access to the
system on July 1, 2011.***



For detailed information and step by step instructions on accessing the E-Permitting system, visit our website at:

<http://www.dol.wa.gov/business/vehiclevesseldealer/epermitstart.html>

Thank you !